Merrimack School District/SAU 26
School Board Meeting
Preliminary Agenda
June 19, 2023
Merrimack Town Hall – Matthew Thornton Room

5:30 P.M. NON-PUBLIC SESSION RSA 91-A:3, II (a) (b) (c) – Merrimack TV Training Classroom
- Staff Welfare

PUBLIC MEETING

6:00 p.m. **1. CALL TO ORDER and PLEDGE OF ALLEGIANCE** — Ken Martin
6:05 p.m. **2. PUBLIC PARTICIPATION** — Ken Martin
3. RECOGNITIONS — Ken Martin
6:15 p.m. **4. INFORMATIONAL UPDATES** — Ken Martin
a. Superintendent Update
b. Assistant Superintendent for Curriculum Update
c. Assistant Superintendent for Business Update
d. School Board Update
e. Student Representative Update

6:25 p.m. **5. OLD BUSINESS** — Ken Martin
a. Review of Process for Policy Approval
b. Alternative Pathways Grant — Laurie Rothhaus

6:40 p.m. **6. NEW BUSINESS** — Ken Martin
a. Year in Review of PreK-6 and Co-curricular Activities — Elem Principals
b. Review of 2021 Youth Risk Behavior Survey Results — Fern Seiden
c. Discussion of Chief Educational Officer Olsen's Performance — Ken Martin
d. Review of Athletic Director Job Description — Everett Olsen
e. Review of District Registrar Job Description — Everett Olsen
f. Review of Director of School Counseling Job Description — Everett Olsen
g. Review of Middle School Dean of Students Job Description — Everett Olsen
h. Review of Reading Interventionist Job Description — Everett Olsen

7:40 p.m. **7. POLICIES** — Ken Martin
a. Second Review of Fund Balances (DIA)
b. Second Review of Wellness Policy (JLCF)
c. First Reading of Student Transportation Services (EEA)

7:50 p.m. **8. APPROVAL OF MINUTES** — Ken Martin
a. June 5, 2023 Public Minutes

7:55 p.m. **10. CONSENT AGENDA** — Amanda Doyle
a. Educator Resignations
b. Educator Nominations

8:00 p.m. **11. OTHER** — Ken Martin
a. Committee Reports
b. Correspondence
c. Comments

8:10 p.m. **12. PUBLIC COMMENTS ON AGENDA ITEMS** — Ken Martin
8:30 p.m. **13. ADJOURN**

* These times are estimates and may vary depending on discussion.

POLICY DEVELOPMENT, ADOPTION AND REVIEW

Category: R ***Related Policies: BAAA, BDE, BDF & BGD***

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ADOPTION/REVISION NOTES –

Text between the highlighted lines "~ ~ ~ ~", and highlights in this sample should be removed prior to adoption.

(a) ***This policy is intended as an alternative to and replacement of NHSBA sample policies BG, BGA, BGB, BGC & BGE. If a Board adopts this policy, it should concurrently withdraw policies BG – BGE. Additionally, it should review its current manual for other related policies (e.g., BGD), and make such adjustments as are necessary for continuity, to reduce redundancies, as well as local preference and practice.***

(b) General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.

(c) Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.

*(d) {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*

(e) Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

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The development and adoption of policies that govern the School District is one of the School Board's most important functions. Board policies establish the goals, direction and structure of the district under the authority of applicable statutes and regulations. In addition to policies required by state and federal laws and regulations, the Board adopts policies to provide direction to the Superintendent and other administrators in the management of the district, to guide the education program, and to provide clear expectations for school staff, students and parents.

Board policies are intended to provide the framework for district operations and the educational system. In general, the operational details as to how policies will be implemented are contained in administrative procedures developed by the administration. However, the Board may adopt administrative procedures concerning its own operations, or when an issue is of sufficient legal importance to warrant a Board-level procedure.

A. Policy Committee Responsibilities and Meetings. The Board's Policy Committee with the advice and counsel of the Superintendent, is responsible for recommending policies and policy actions to the full Board for its consideration, including adopting new policies, revising existing policies and deleting obsolete policies.

B. Policy Committee Meetings and Agendas. The Superintendent or his/her designee, in consultation with the Policy Committee Chair shall prepare all agendas for the meetings of the Policy Committee.

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C. Review of Existing Manual. The Policy Committee shall establish a schedule for reviewing existing Board policies, and forming recommendations regarding the same for the Board [consistent with policy BGC].

D. Procedures for Policy Development and Review,

1. Individual Board members, Board standing or special committees, the Superintendent or other interested persons may submit policy suggestions, concerns, and/or drafts to the Policy Committee, in care of the Superintendent.
2. The Superintendent or designee is responsible for notifying the Board and the Policy Committee of all policy updates and revisions provided by the New Hampshire School Boards Association. The Policy Committee will review such updates and make recommendations deemed appropriate under this policy.
3. The Policy Committee, with the assistance of the Superintendent, will review and research policy suggestions and prepare draft policies, as appropriate. The Policy Committee may delegate research and initial drafting to other Board standing committees, to District staff or others at the discretion of the Policy Committee and the Superintendent. (E.g., a policy concerning computer use may first be delegated to the Technology Committee.) If a policy is referred to a committee, staff, professional or other person for initial review/drafting, the policy shall be reviewed by the Policy Committee before submission to the full Board.
4. The Superintendent, should seek counsel of the School Board's attorney or the New Hampshire School Boards Association when there may be a question of legality or proper legal procedure in the substance of any proposed or current board policy.
5. The Policy Committee may also seek input from other affected persons and/or groups as appropriate.
6. The Policy Committee will provide report to the full board [state frequency _____]. The reports will include the Policy Committee's recommendations for new policies (including full text of policies/revisions to be considered for action by the Board), as well as recommendations for repeal of existing policies. Policy Committee reports should also include any information requested by the full board, and any other information deemed appropriate by the Policy Committee,

E. Board Actions Required to Approve, Revise or Repeal Policies. Any final action regarding the approval of a new policy, or revision or repeal of an existing policy, requires a majority vote of a quorum of the board at a public meeting.

1. Policy Committee reports shall be placed on the agenda of a regular Board meeting and will be made part of the agenda package for that meeting.
2. All new policies, and/or revisions to existing board policies are subject to a "first reading" by the full board to occur at a regular board meeting. (There is no requirement that proposed policies/revisions be read aloud at the meeting, although either a majority of the Board or the Chair may determine that actual reading is appropriate).

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3. The Board will allow opportunity for public comment on policy proposals per Board policy {**} as follows: _____] *[NOTE: this section should reflect the existing public comment practice/procedure/policy of school board. E.g., some boards do not allow public comment at all, some have a specific slot in the agenda dedicated to public comment, some allow it as agenda items come up. NHSBA recommended practice is to allow comment on agenda items, but how that is managed is a matter for each board. A board could provide special time for public comment as to policies on the agenda, but apply the same or similar restrictions (e.g., 3 minutes, 20 minutes total, etc.).]*
4. Any changes agreed upon or requested by the board during the first reading shall be made by the *[Superintendent OR Policy Committee OR _____]* prior to the second reading.
5. At the next Board meeting (or a later meeting if so agreed by the Board), the policy shall be placed on the agenda for a second (or additional) reading, and action. Amendments may be made and acted upon at that meeting, or may be referred for further revision, etc..
6. Prior to final approval by the Board, each policy will be titled, dated, and *[coded consistent with the classification system used by the New Hampshire School Boards Association.]* **OR {if the district does not use the NHSBA/NEPN code system}** *[include a reference to the appropriate policy code assigned by the New Hampshire School Board's Association to allow for tracking updates.]*
7. Board action regarding the adoption, revision or repeal of policies will be included in the minutes of the meeting at which the official action is taken.
8. Approved policies become effective immediately unless the motion to approve the policy, or the policy itself, includes a specific implementation date.

F. Suspension of Policy Process.

1. The Board may adopt, amend, or repeal written policies at any meeting by a majority vote of Board members in attendance, provided that public notice of the proposed action was given at least *[days? weeks? at a previous Board meeting?]* and that each Board member was notified of the proposed action. For purposes of notification, a meeting agenda delivered to each Board member is deemed sufficient if it identifies the policy to be acted upon.
2. On matters of unusual or unexpected urgency, the Board may waive the second meeting limitation and take immediate action to adopt a new policy or revise an existing policy.

G. Policy Dissemination, Records and Manual Updates.

1. All Board policies, and any written administrative rules and regulations implementing such policies constitute governmental records and are subject to the provisions of RSA 91-A.

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2. Notice of new, revised and deleted policies should be provided to affected groups (i.e., school staff, students, parents) and posted on the district website and by other such appropriate means determined by the Superintendent.
3. The Superintendent shall retain as government records copies of all policies deleted from the Board policy manual.
4. An up-to-date policy manual shall be maintained on the District's website with a hard copy, in the Superintendent's Office [and *{if applicable}* in each school building] The Superintendent shall also assure that all hard copies of the District's policy manual are recalled annually and updated as appropriate.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history.

NHSBA history: New policy – November 2020

NHSBA notes, November 2020 - This new sample policy BGAA was created after inquiries from multiple districts. It is intended to merge and clarify subject matter from 5 current NHSBA policies (BG, BGA, BGB, BGC and BGE.) As such, Boards intending to adopt this alternate policy BGAA should take care to withdraw those five policies, and to further review other related policies (e.g., BDE, BDF, and BGD), and make such modifications so as to clarify, and minimize redundancies and/or contradictions.

DISCLAIMER:This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state, and federal laws, regulations and court decisions, and other relevant education activity.

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POLICY ADOPTION

Category: Recommended

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ADOPTION/REVISION NOTES –

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(b) Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.

*(c) {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*

(d) Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

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Except for policy actions to be taken on emergency measures, the adoption of Board policies should follow this sequence which will take place at least at two regular or special meetings of the Board:

1. Announcement and publication of proposed new or revised policies as an item of information.
2. Opportunity offered to concerned groups or individuals to react to policy proposals.
3. Discussion and final action by the Board on policy proposals.

The final vote to adopt or not to adopt should follow by at least two weeks from the meeting at which policy proposals are first placed on the agenda.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.
2. Insofar as possible, each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the District marked with the date of adoption and/or amendment.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Emergency Procedure

On matters of unusual urgency, the Board may waive the two-week limitation and take immediate action to adopt new or revise existing policies. When such immediate action is

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necessary, the Superintendent shall inform concerned groups or individuals about the reasons for this necessity.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

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NHSBA history: Reviewed: February 2004
Revised: November, 1999
Revised: July, 1998

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Merrimack High School

2021 Youth Risk Behavior Survey Report

Time Trends by Sex and by Grade

Greater Nashua Public Health Region

Introduction

The 2021 Youth Risk Behavior Survey (YRBS) report presents data which demonstrate the association between health-risk behaviors by sex and grade. We hope this report is useful in understanding high school student behaviors and assists you in developing educational programs, curriculum and communication tools to encourage and support healthy behaviors among students in your communities.

School-level Estimates

The 2021 survey response rate at Merrimack High School was 78%, meaning 914 of 1,176 enrolled students took the survey[1]. School-level estimates are unweighted and based on a convenience sample of students in attendance and not opting out of participation in the YRBS on a given date and time during the school year. Results could be less representative if specific classrooms or classroom types were not included in the survey. To account for this and provide risk-behavior estimates for the entire school, we extrapolated survey results using school enrollment data.

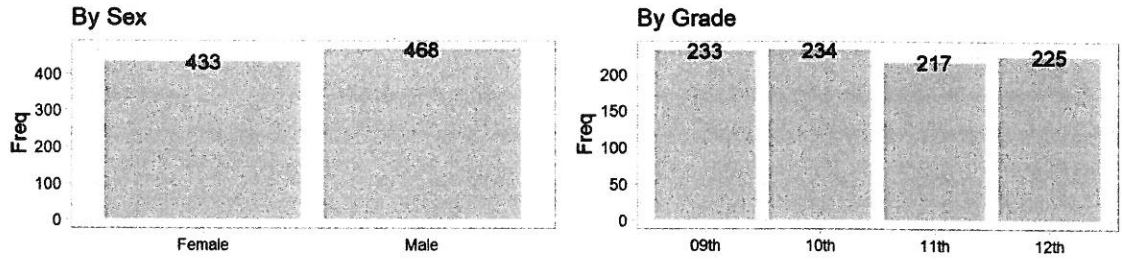
State and Regional Estimates

State and regional estimates are calculated from a random sample developed using scientific survey methods. These methods ensure the respondents are representative of students in the region in the state. The results account for student, classroom, school, and regional factors. The random sample is not designed to provide school-level estimates. Note: access to region-level results were first made available in 2015 and are not available prior to that year.

Data that had a representative sample of students, appropriate documentation, and an overall response rate greater than or equal to 60%[2] were weighted. Data for the Greater Nashua region was not weighted in 2021 due to low participation rate.

This report is produced in a partnership with the NH Department of Education and the NH Department of Health and Human Services.

Responses by Sex and Grade*



*Total students in bar graphs may not reflect the total surveyed as some students may choose not to self-identify by sex or grade.

[1]Total students in bar graphs may not reflect the total surveyed as some students may choose not to self-identify by sex or grade.
[2]Overall response rate is computed as (number of participating schools/number of eligible sampled schools) X (number of usable questionnaires/number of eligible students sampled in participating schools), rounded to the nearest integer.

Regional Public Health Network Substance Misuse Prevention Coordinators are available to assist schools in coordinating community projects that promote healthy behaviors and educate school officials and stakeholders. Coordinators may also assist schools in obtaining school and community grant funding.

Your contact is:

Greater Nashua Public Health Region: Lisa Vasquez;
Phone: 603-589-4538; email: vasquezL@nashuanh.gov; website: https://www.nashuanh.gov/644/Greater-Nashua-Public-Health-Network-Ser

Help and assistance

Questions on this report

Health Statistics and Data Management
Division of Public Health Services - State of NH
NH.YouthRiskBehaviorSurvey@dhhs.nh.gov; (603) 271-4988;

Notes

You may find very small discrepancies between the 2021 estimates reported in this report and the results reported two years ago. The differences are caused by an improved data cleaning routine in the new survey. The results from this 2021 analysis and reports should be used if you find any discrepancies.

Change Log

v2.0: Final report released March 13, 2023.
v1.0: Preliminary report released October 7, 2022.

MERRIMACK SCHOOL DISTRICT
School Administrative Unit #26
36 McElwain Street
Merrimack, New Hampshire 03054
Tel. (603) 424-6200 Fax (603) 424-6229

AMANDA S. DOYLE
Assistant Superintendent for Curriculum

EVERETT V. OLSEN, Jr.
Chief Education Officer

MATTHEW D. SHEVENELL
Assistant Superintendent for Business

To: Ken Martin
Laurie Rothhaus
Lori Peters
Jenna Hardy
Naomi Halter
Shaun Evidente

From: Melissa Fazlic, Director of Human Resources

Date: June 19, 2023

Subject: Job Descriptions

As a part of the Merrimack School District and School Board goal setting meeting, goal #1 focused on creating an engaged, inclusive, and collaborative district culture built on mutual trust and respect. Strategic objective #2 was to have up-to-date job descriptions. I, in collaboration with other members of the leadership team, and educators, have begun the process of reviewing our job descriptions. Some dated back to 1987!

At the June 19, 2023, board meeting, the following job descriptions are being presented for your approval at the July meeting:

- Athletic Director
- District Registrar
- Director of School Counseling
- Middle School Dean of Students
- Reading Interventionist

If you have any questions in the meantime, please don't hesitate to contact me.

Merrimack School District

Athletic Director

Role Description

TITLE: Athletic Director

REPORTS TO: High School Building Administration

QUALIFICATIONS:

- Current certification through the State of New Hampshire
- Certifiable as an administrator in the State of New Hampshire
- Master's degree in related field
- Minimum of 5 years coaching experience required
- Strong leadership, organization, and communication skills required

SUPERVISES AND EVALUATES:

- Coaching Staff
- Administrative Assistant to the Athletic Director

RESPONSIBILITIES:

- Assist in the recruitment, hiring, training, supervision, and evaluation of coaches
- Prepares and submits to the principal an annual itemized budget for athletics
- Maintains an up-dated inventory of all athletic equipment and supervises the proper and adequate care, maintenance, and storage of all athletic equipment
- Develops practice, game, and facility use schedules for each sport and activity
- Develops and updates a Coaches Handbook
- Develops and updates a Student/Athlete Handbook
- Maintains records to ensure athletes meet district and NHIAA requirements for physical examinations in coordination with the school nurse, athletic trainer, and school principal
- Coordinates and arranges transportation requirements for all athletic events
- Provides the proper administration and supervision of all home athletic contests
- Attends athletic events or arranges for a site manager as determined by the principal
- Coordinates and approves the recommendations for athletic awards as stipulated in School Board policies
- Coordinates the sale and accounting of admissions for games/events
- Coordinates the scheduling of school district athletic facilities in coordination with the building principal

Proposed to School Board: June 19, 2023
Board Approval:

Lift over 50 lb.	N	R	**O**	F	C
Carry up to 10 lb.	N	R	O	**F**	C
Carry 11 to 25 lb.	N	R	O	**F**	C
Carry 26 to 50 lb.	N	R	O	**F**	C
Carry over 50 lb.	N	R	O	**F**	C
Twisting	N	R	O	**F**	C
Bending	N	R	O	**F**	C
Crawling	N	R	O	**F**	C
Squatting	N	R	O	**F**	C
Kneeling	N	R	O	**F**	C
Crouching	N	R	O	**F**	C
Climbing	N	R	O	**F**	C
Balancing	N	R	**O**	F	C

Work Surface(s)

Reach above shoulder height	N	R	**O**	F	C
Reach at shoulder height	N	R	**O**	F	C
Reach below shoulder height	N	R	**O**	F	C
Push/Pull	N	R	**O**	F	C

Hand Manipulation

Grasping	N	R	O	**F**	C
Handling	N	R	**O**	F	C
Fingering	N	R	**O**	F	C
Torquing	N	R	**O**	F	C

Controls and Equipment:
Use of typical office/classroom equipment.

During a typical day, employee may be required to:

	Consecutive Hours	Total Hours
Sit	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Stand	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Walk	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**

Cognitive/Sensory Requirements:

Talking:	Necessary for communicating with others
Hearing:	Necessary for taking instruction/direction from others
Sight:	Necessary for doing job effectively
Taste/Smell:	Smelling required to detect odors, such as natural gas, electrical smoke, etc.

Summary of Occupational Exposures:
Exposure to typical building-related hazards and materials.
Exposure to outdoor exposures

Merrimack School District

District Registrar

Role Description

TITLE: District Registrar

QUALIFICATIONS:

- High School Diploma, Associated Degree preferred
- Experience with student data management, PowerSchool preferred
- Strong organizational, communication, and computer skills

REPORTS TO: Computer Systems Manager

JOB GOAL: Performs specialized administrative and technical duties related to the registration of students, maintenance of student records and files. Manages, stores, and updates all student grades for transcript purposes for Grades 9-12. Performs other work as related and required.

RESPONSIBILITIES:

- Processes all enrollments and withdrawals for Grades preK-12. Registers incoming students, verifies residency and custody, prepares paperwork, and assigns counselor
- Troubleshoot residency issues that arise throughout the school year
- Responsible for grade storing and report card process. Maintains integrity of grading data to include reviewing of PowerSchool grading reports, correcting, and updating grading data. Communicates and works with teachers regarding their grades. Ensures integrity of high school transcripts. Stores quarterly and year end grades and maintains ELO spreadsheets as it pertains to grades and credits
- Maintain, update, and perform cross-referencing discipline log entry data in preparation for various state and federal reports throughout the school year. Works with Assistant Principals on this task during the school year
- Works with High School Guidance Counselors regarding students to be retained, dropouts, diploma types, excessive absences, etc. Assists with PowerScheduler responsible for opening and closing course selection for students in PowerSchool

Proposed to School Board: June 19, 2023
Board Approval: TBD

Reach below shoulder height	N	R	**O**	F	C
Push/Pull	N	R	**O**	F	C

Hand Manipulation

Grasping	N	R	O	**F**	C
Handling	N	R	**O**	F	C
Fingering	N	R	**O**	F	C
Torquing	N	R	**O**	F	C

Controls and Equipment:
Use of typical office/classroom equipment.

During a typical day, employee may be required to:

	Consecutive Hours	Total Hours
Sit	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Stand	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Walk	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**

Cognitive/Sensory Requirements:

Talking:	Necessary for communicating with others
Hearing:	Necessary for taking instruction/direction from others
Sight:	Necessary for doing job effectively
Taste/Smell:	Smelling required to detect odors, such as natural gas, electrical smoke, etc.

Summary of Occupational Exposures:
Exposure to typical building-related hazards and materials.
Exposure to outdoor exposures

Merrimack School District

Director of School Counseling

Role Description

TITLE: Director of School Counseling (Grades 9-12)

REPORTS TO:

- Merrimack High School Administration

SUPERVISES THE FOLLOWING POSITIONS:

- High School Counselors & Department Members

JOB GOAL:

The Director of School Counseling will serve as an effective member of the Merrimack High School administrative team, providing leadership and organization for the members of the school counseling department. The Director will ensure that the Merrimack High School Counseling Department provides students with a culturally competent, comprehensive school counseling program that supports the development of the knowledge, mindsets, skills/competencies necessary for academic success, social/emotional development, and college and career readiness.

QUALIFICATIONS:

- Current certifications in School Counseling & School Counseling Director through the State of New Hampshire
- Master's degree in counseling, or related field
- Certificate of Advanced Studies (C.A.G.S.) degree preferred

RESPONSIBILITIES:

- Oversee all daily functions of the Merrimack High School Counseling Department, including individual consultations, school-based counseling, college and career planning, requests for support, scheduling, and assessment procedures
- Supervise and evaluate members of the school counseling department; provide or recommend professional learning opportunities for the school community

Proposed to School Board: June 19, 2023
Board Approval:

trauma-informed care, Multi-Tiered Systems of Support (MTSS-B), Collaborative Problem Solving, and Non-Violent Crisis Intervention (CPI)

- Proven ability to collaborate with teachers, administrators, other school district staff, students, students' family members, and the larger community
- Evidence of positive leadership and advocacy for students and their families
- Clear evidence of effort to maintain current best practices in the profession
- Commitment to the *ASCA Ethical Standards for School Counselors*
- Strong written and oral communication skills
- Strong organizational skills

TERMS OF EMPLOYMENT: Full year, salaried position

KEY
N = not required
R = rarely
O = occasionally
F = frequently
C = constantly

Physical Activity Requirements:

Lift up to 10 lb.	N	R	O	**F**	C
Lift 11 to 25 lb.	N	R	O	**F**	C
Lift 26 to 50 lb.	N	R	**O**	F	C
Lift over 50 lb.	N	R	**O**	F	C
Carry up to 10 lb.	N	R	O	**F**	C
Carry 11 to 25 lb.	N	R	**O**	F	C
Carry 26 to 50 lb.	N	R	**O**	F	C
Carry over 50 lb.	N	R	**O**	F	C
Twisting	N	R	**O**	F	C
Bending	N	R	**O**	F	C
Crawling	N	R	**O**	F	C
Squatting	N	R	**O**	F	C
Kneeling	N	R	**O**	F	C
Crouching	N	R	**O**	F	C
Climbing	N	R	**O**	F	C
Balancing	N	R	**O**	F	C

Work Surface(s)

Reach above shoulder height	N	R	**O**	F	C
Reach at shoulder height	N	R	**O**	F	C
Reach below shoulder height	N	R	**O**	F	C
Push/Pull	N	R	**O**	F	C

Hand Manipulation

Grasping	N	R	O	**F**	C
Handling	N	R	**O**	F	C
Fingering	N	R	**O**	F	C
Torquing	N	R	**O**	F	C

Controls and Equipment:
Use of typical office/classroom equipment.

Merrimack School District

Middle School Dean of Students

Role Description

TITLE: Dean of Students

REPORTS TO: Building Administration

JOB GOAL:

To work in collaboration with Administration to direct intervention supports provided by student support staff and other educators within Merrimack Middle School for students exhibiting social emotional and/or behavioral dysregulation that requires intervention.

QUALIFICATIONS:

- Master's degree in related field preferred
- Current New Hampshire educator certification required
- Current or pending New Hampshire administrator certification preferred
- Three or more years' experience as a teacher or school administrator
- Background in behavioral techniques and their implementation in a school setting, including Collaborative Problem-Solving techniques, Restorative Practice, Responsive discipline, positive behavioral supports, and intervention plans, conducting Functional Behavioral Assessments (FBA), conflict resolution, social-emotional learning competencies, and trauma-informed care and practices
- Strong leadership and consultation skills and ability to coordinate services among Social-Emotional Learning (SEL) Support Specialist, School Counselors, Home School Liaison, and other student support programs
- Current Crisis Prevention Institute (CPI) certification preferred (training provided)

RESPONSIBILITIES:

- Collaborate with student support team and classroom teachers to provide intervention strategies and consultation regarding behavioral issues across school settings; maintain contact to assess and monitor the effectiveness of strategies
- Work closely with building administration, Social Emotional Learning Support Specialist, and student support team members on school-wide behavioral supports and services
- Attend bi-weekly team meetings to ensure communication with teaching teams regarding specific student concerns and progress
- Participate in the supervision and discipline of students in collaboration with Administration

Proposed to School Board: June 19, 2023
Board Approval:

Reach above shoulder height	N	R	**O**	F	C
Reach at shoulder height	N	R	**O**	F	C
Reach below shoulder height	N	R	**O**	F	C
Push/Pull	N	R	**O**	F	C

Hand Manipulation

Grasping	N	R	O	**F**	C
Handling	N	R	**O**	F	C
Fingering	N	R	**O**	F	C
Torquing	N	R	**O**	F	C

Controls and Equipment:
Use of typical office/classroom equipment.

During a typical day, employee may be required to:

	Consecutive Hours	Total Hours
Sit	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Stand	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Walk	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**

Cognitive/Sensory Requirements:

Talking:	Necessary for communicating with others
Hearing:	Necessary for taking instruction/direction from others
Sight:	Necessary for doing job effectively
Taste/Smell:	Smelling required to detect odors, such as natural gas, electrical smoke, etc.

Summary of Occupational Exposures:
Exposure to typical building-related hazards and materials.
Exposure to outdoor exposures

Merrimack School District

Reading Interventionist

Role Description

TITLE: Reading Interventionist

REPORTS TO: Building Administration

JOB GOAL:

The Reading Interventionist is responsible for supporting student achievement in literacy (reading, writing, speaking, and listening) with special attention to reading. The Reading Interventionist provides individual or small group instruction to students who are struggling academically as evidenced by their assessment data and/or classroom performance. This position is also responsible for monitoring, reporting, and communicating student progress and performance to teachers, administrators, and families.

QUALIFICATIONS:

- Current certification through the State of New Hampshire for applicable grade levels, including, but not limited to, Elementary Education, General Special Education, and/or Reading Specialist
- Master's degree in Reading or Special Education, or related field, preferred
- Minimum of 5 years teaching experience

RESPONSIBILITIES:

- Provides high quality instruction and intervention to individual and small groups of students
- Uses identified research-based interventions that focus specifically on the individual needs of students
- Uses progress monitoring tools and data to plan, prepare, and provide responsive instruction to students that target bringing their skills to grade-level
- Administers diagnostic assessments for students as needed
- Maintains data-based documentation of continuous monitoring of student performance and progress
- Collaborates with teachers, language arts coordinator, administration, and families to best meet the needs of students
- Provides data to school teams and participates in discussions and decision-making about student progress
- Assists with identifying students for placement in intervention groups
- Participates in meetings with teachers, language arts coordinator, administration, and families to discuss student placement and progress

Proposed to School Board: June 19, 2023
Board Approval:

Hand Manipulation

Grasping	N	R	O	**F**	C
Handling	N	R	**O**	F	C
Fingering	N	R	**O**	F	C
Torquing	N	R	**O**	F	C

Controls and Equipment:
Use of typical office/classroom equipment.

During a typical day, employee may be required to:

	Consecutive Hours	Total Hours
Sit	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Stand	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Walk	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**

Cognitive/Sensory Requirements:

Talking:	Necessary for communicating with others
Hearing:	Necessary for taking instruction/direction from others
Sight:	Necessary for doing job effectively
Taste/Smell:	Smelling required to detect odors, such as natural gas, electrical smoke, etc.

Summary of Occupational Exposures:
Exposure to typical building-related hazards and materials.
Exposure to outdoor exposures

Merrimack School District
Policy Progress Chart

6/15/2023 red = required by law

Policy Progress	1st Reading	2nd Review	3rd Review (if needed)	Adoption	Comments
Fund Balances (DIA)	6/5/23	6/19/23	X		New financial policy
Wellness Policy (JLCF)	6/5/23	6/19/23			Lawyer and D. Dziki reviewed.
Student Transportation Services (EEA)	6/19/23				Rescind old policy #8300 and AP 8300 (admin procedures)
With Attorney for Review					
Next in Line					
Admission of Homeless Students (JFABD)					Lawyer reviewed. Process with Foster Care
Education of Children in Foster Care (JFABE)					Lawyer is reviewed. Process with Homeless Stds
Fraud Prevention and Fiscal Management (DIH)					Matt = Sandy type.
Access to Public School Program (JJJ)					Send to lawyer for review
Limited English Language Proficiency Instruction Policy (IHBBA)					Amy = Update 2008 LAAU Plan for ESOL
Instructional Approach (IF)					Amy = Update 2008
Exceptions to Use of Specific Course Materials (IGE)					Amy = Update 2012 New RSA 186:11
Health Education and Exemption from Instruction (IHAM)					Amy = Updated 2017
Character and Citizenship Education (IHAK)					Amy = Update
Suicide Prevention and Response (JLDBB)					Sandy incorporate lawyer edits into current policy.

Merrimack School District
Policy Progress Chart

Student Use of Information Technology (JICL)	3/20/23	5/1/23 tentative			Jason is doing a major review for July 2023
Employee Use of Information Technology (EHAA)	5/1/23 tentative				Jason is doing a major review for July 2023.
Daily Physical Activity (IMAH)					Referenced in Wellness Policy (JLCF)
Public Participation at Board Meetings (BEDH)					K. Peahl updated
Assignment of Students to Classes and Grade Levels (JG)					Ready for SB mtg. Referenced in IHBG
Extended Learning Opportunities (IHBH)					Amy & Bill Review
Extended Learning Opportunity – Application (IHBH-R)					Amy & Bill Review. Does not need SB approval
Alternative Credit Options (IMBC)					Amy & Bill Review
Employment of Relatives for Persons with Romantic Personal Relationships (GBEBE)					Matt = Melissa & Bill Review
Emergency Disaster Leave (GCCAB)					Matt = Melissa & Bill Review
School Safety (EBB)					Matt = Sandy type
Bomb Threats (EBCC)					Matt = Sandy type
Fraud Prevention & Fiscal Management (DIH)					Matt = Sandy type
Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation (JLCJA)					Matt = Referenced in EBB
School Bus Safety Program (EEAE)					Matt = Referenced in EBB
Buildings and Grounds Security (ECA)					Matt = Referenced in EBB
Supervision of Students (JLIA)					Matt = Referenced in EBB
Visitors to the Schools (KI)					Matt = Referenced in EBB
Conduct on School Property (KFA)					Matt = Referenced in EBB
Crisis Prevention & Emergency Response Plans (EBCA) & EBCA-R					Matt = Referenced in EBB
Fire and All Hazard Drills (EBCB)					Matt = Referenced in EBB

Merrimack School District
Policy Progress Chart

Workplace Safety Program & Joint Loss Management (EB)					Matt = Referenced in EBB
JFABD R-1 Appendix to Admission of Homeless					Amy reviewing
JFABD R-2 Appendix to Admission of Homeless					Amy reviewing
JFABD R-3 Appendix to Admission of Homeless					Amy reviewing
School Choice: Access to Public School Programs by Nonpublic, Charter Schools or Home Educated Pupils (RSA 193:1-c) (JJJ)					8/31/22 new law
Procedural Safeguards Non-Discrimination on the Basis of Disability (ACE)					Update per A. Tamposi. Policy is vague.
Teacher Performance and Evaluation (GCO)					Priority Policy
Alternative Learning Plans (IHBI)					Priority Policy. referenced in IMBC
High School Graduation (IKF)					Sandy type.
High School Graduation Competencies (ILBAA)					Sandy type. Referenced in IMBC
Earning of High School Credit (IK)					Sandy type. Referenced in IMBC
High School Graduation Competencies (ILBAA)					Sandy type. Referenced in IMBC
High School Credit for 7th and 8th Grade Advanced Course Work (IMBD)					Sandy type. Referenced in IMBC
Extended Learning Opportunities (IHBH)					Get sample. Sandy type. Referenced in IMBC
Distance Education (IMBA)					Get sample. Sandy type. Referenced in IMBC
Advanced Course Work – Advanced Placement (IHCD/LEB)					Get sample. Sandy type. Referenced in IMBC
Early Graduation (IKFA)					Get sample. Sandy type. Referenced in IMBC

Merrimack School District
Policy Progress Chart

School District Internet Access for Staff (GBEF)					
Instructional Needs of Students with Different Talents (IFA)					
Evaluation Requirements for Children with Specific Learning Disabilities (IHBAA)					
Promotion and Retention of Students (IKE)					
Weapons on School Property (JICI)					
Student Discipline Out of School Actions (JICDD)					
School Health Services (JLC)					
Concussion and Head Injuries (JLCJ)					
Special Physical Health Needs of Students (JLCK)					

Merrimack School District
Policy Progress Chart

Approved Policies	1st Reading	2nd Review	3rd Review	Adoption	Comments
Home Education Instruction (IHBG)	5/1/23	5/15/23	X	6/5/23	
Change of Class or School Assignment Best Interest and Manifest Hardship (JCA)	09/12/22	10/03/22	10/17/22	10/17/22	
Student Records and Access (FERPA) (JRA)	09/12/22	10/17/22	11/7/22	11/7/22	
Use of Physical Restraint/Seclusion (JKAA)	10/03/22	10/17/22	11/7/22	11/7/22	
Public Participation at Board Meetings (BEDH)	10/03/22	10/17/22	11/7/22	11/7/22	
Pupil Safety and Bullying (JICK)	11/7/22	11/21/22	X	02/06/23	
Availability and Dist. of Healthy Foods (EFA)	11/21/22	02/06/23	N/A	2/20/23	
Reporting Child Abuse or Neglect (JLF)	11/21/22	02/06/23	N/A	2/20/23	
Annual Review of Investments (DFA)	X	X	X	3/20/23	
Early Admission to Kindergarten and Grade One (JFAAA)	2/20/23	3/20/23	X	4/3/23	
Service Animals (IMGA)	2/20/23	3/20/23	X	4/3/23	
Animals in the School (IMG)	2/20/23	3/20/23	X	4/3/23	
Non-Educational Surveys and Questionnaires (ILD)	4/03/23	4/17/2023	X	4/17/23	
Video Surveillance on School Property (EEAA)	4/03/23	5/1/2023	5/15/23	5/15/23	Introduce with Policy JICL, per Legal.

Merrimack School District
Policy Progress Chart

Appendix Updates					**Comments**
Suicide Prevention and Response (JLDBB-R)					December 2022
Home Education Instruction Appendix (IHBG-R)					Lawyer advised to rescind after the revision of IHBG
BEDG-R - Access to Minutes and Public Records Procedures					
JLCG-R - Exclusion of Students from School for Illness Head Lice					
IHAM-R Health and Sex Education Exemption/Objectionable Course Material Opt Out Form					

FUND BALANCES

RSA 198:4-b, II allows a school district to retain any unused portion of the year-end unassigned general funds, from the preceding fiscal year in subsequent fiscal years, provided that the total amount of year-end unassigned general funds does not exceed, in any fiscal year, 5 percent of the current fiscal year's net assessment under RSA 198:5.

The Merrimack School District voted to accept RSA 198:4-b, II at the April 12, 2022 meeting, as follows:

> ARTICLE 7 Shall the District vote to authorize the School Board indefinitely, until specific rescission of such authority, to retain year-end unassigned general funds in any fiscal year, in an amount not to exceed 5% of the current fiscal year's net assessment, in accordance with RSA 198:4-b, II?

Therefore, the Board has the authority to retain from the year-end unassigned fund balance up to 5 percent of the District net assessment from the preceding fiscal year.

Prior to expending retained general funds, the Board shall hold a prior public hearing on the action to be taken with such funds. Notice of the time, place, and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the meeting is held. An annual accounting and report of the activities of the retained general funds shall be presented to the Board of the district and published in the annual report.

Any year-end unassigned fund balance shall only be used or returned to the Town to reduce the school portion of the tax rate in accordance with applicable New Hampshire law and/or Governmental Standards Board Statement 54 (GASB 54).

Legal References:

RSA 32, Municipal Budget Law
RSA 33, Municipal Finance Act
RSA 35, Capital Reserve Funds
RSA 198:4-b Contingency Fund
Governmental Standards Board Statement 54 (GASB 54)

1st Reading: June 5, 2023
2nd Review: June 19, 2023
Adoption:

WELLNESS

The District is committed to providing a positive, safe, and healthy learning ~~communities at every level to ensure that staff and students have the opportunity to achieve overall well-being~~. environment that supports the development of lifelong wellness practices, such as healthy eating and physical activities, for its students. In adopting this policy, it is the Board's intent to comply with relevant state and federal laws regarding wellness promotion and education.

I. THE DISTRICT'S WELLNESS GOALS

The District recognizes the importance of delivering a high-quality wellness education, as well as providing a learning environment which incorporates healthy practices throughout the school day. ~~Specifically,~~ This policy establishes the standards ~~goals~~ and procedures ~~to ensure~~ that the District will adhere to in working towards the following goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness:

- ~~Offers access to healthy foods that are aligned with the USDA Guidelines, as well as quality nutrition education that helps develop lifelong healthy eating behaviors~~
- The District will educate, promote, support, and model healthy eating habits for its students in a manner that helps them develop healthy behaviors.
- The District's schools will comply with the nutrition guidelines outlined in the policy.
- The District will provide ~~appropriate~~ physical education and physical activity programs throughout the school day.
- The District will provide education in the areas of social, emotional, and mental health intended to nurture overall well-being.
- The District will establish and maintain an infrastructure for management, oversight, implementation, communication about, and monitoring of ~~the~~ this policy, as well as ~~and~~ its established goals and objectives.

~~**Nutrition Guidelines and Education**~~

II. NUTRITION

A. The District's Food Service Program

The schools within the District participate in USDA child nutrition programs, including the National School Lunch Program and the School Breakfast Program (for high school only). Meals shall be available for purchase during school hours for every student. Such meals shall be served without cost or at a reduced cost to any child who meets federal income eligibility guidelines. Please visit the District's website for more information about this program.

WELLNESS
(continued)

The following standards apply to food provided through the District's food service program[1]:

- The District schools are committed to offering school meals that:
  - Are accessible to all students;
  - Are appealing and attractive to children;
  - Are served in clean and pleasant settings;
  - Promote healthy food and beverage choices; and
  - Meet or exceed current nutrition requirements established by local, state, and federal statutes and regulations.

- The District's nutritional standards are based upon standards established by the USDA. ~~and the NH Healthy Schools Coalition, including the meal requirements for lunches and afterschool snacks under 7 CFR 210.10, and the meal requirements for breakfasts under 7 CFR 220.8. See Ed. 306.11(g).~~ (this edit was made by Food Service Director Dave Dziki)

Lunches will be served between the hours of 10:00 a.m. and 2:00 p.m. and students will be provided with sufficient lunch periods that are long enough to give all students adequate time to be served and to eat their lunches. The District's school lunch menu, as well as other information about the District's food services, is available on the District's website.

Information about the School Breakfast Program (which is available at the high school) will be distributed to families just prior to or at the beginning of the school year with reminders about its availability provided over the course of the school year.

See also Board Policy EFA, Healthy Food Policy

B. Competitive Foods in Schools

"Competitive foods" are foods and beverages available for sale on school campus during the school day, but outside of the school meal programs. See 7 CFR 210.11(a)(2). Examples include a la carte options in cafeterias, school stores, and vending machines. Competitive foods available for sale within the District's schools must comply with the USDA's nutrition standards found in 7 CFR 210.11.

Additionally, except as may be provided elsewhere in this policy, any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA nutrition standards under 7 CFR 210.11.

[1] The USDA has defined the school day as 12:01 a.m. through 30 minutes after the last bell. See 7 CFR 210.11(a)(5).

WELLNESS
(continued)

As the District, school athletic department, and parent teacher associations review existing contracts and consider new contracts, equipment, and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District's Wellness Policy.

Schools shall also be mindful of the availability of balanced food options during celebrations and events.

C. Celebrations and Rewards

All foods and beverages offered or made available by the District during the school day on the school campus shall meet or exceed the nutrition standards outlined in this policy and shall be pre-approved by the Superintendent or their designee. Individual schools are encouraged to make available a list of healthy party ideas to parents and teachers, including non-food celebration ideas, and a list of foods and beverages which meet the nutritional standards found in this policy.

D. Water

To promote hydration, free, safe, unflavored drinking water will be available to all students at all places and times that school meals are served at every school. Students shall be permitted to bring water bottles to school, so long as the water bottles are filled exclusively with water. See RSA 200:11-b. School principals may discipline students for the misuse of water bottles.

E. Fundraisers

Competitive food and beverage items sold during the school day must meet the nutrition standards for competitive food as required in this section. However, a special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. Such specially exempted fundraisers must not take place more than the frequency specified by the State agency during such periods that schools are in session.

The New Hampshire Department of Education's Technical Advisory stated that schools may "hold up to nine exempt bake sale or fundraisers, which are one day in duration, per school year." The Department further clarified that:

> Under this new policy schools may configure the bake sale or fundraiser exemptions in a variety of ways to meet individual school needs. For example, a school could hold 9 separate, exempt bake sales or fundraisers throughout the academic school year. Alternatively, a school could hold three events, such as a school carnival, each

WELLNESS
(continued)

of which is three days in duration, at which base sale or fundraisers of non-compliant foods are held. Districts seeking to adopt the exemption policy should consider the number of groups or clubs which may seek to hold a bake sale or fundraiser at which non-compliant foods are sold and contemplate the best way to accommodate such requests given the number of exemptions permitted.

No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.

F. Nutrition, Education and Promotion

~~The School District's nutritional standards are based upon standards established by the USDA and New Hampshire Healthy School Coalition/Best Practices. These nutrition guidelines apply to all foods available to students on school grounds during the day, including but not limited to the school lunch, breakfast program, and foods and beverages sold in student vending machines/school stores.~~

The District aims to teach, model, encourage and support healthy eating habits. Schools will provide educational programming that will provide students with the knowledge and skills necessary to promote and protect their health. This shall include developmentally appropriate opportunities to learn food preparation skills that support nationally recognized research-based nutrition standards, as well as a health education program in compliance with Ed 306.40

~~Schools shall be mindful of the availability of balanced food options during celebrations and events.~~

G. Staff Qualifications

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for school nutrition program professionals. See 7 CFR 210.30

III. PHYSICAL EDUCATION AND ACTIVITY

The District recognizes that the integration of healthy physical education and physical activity are a communal responsibility intended to minimize health risks created by extended periods of inactivity, childhood obesity, and other related health problems. The District encourages students and staff to participate in developmentally appropriate physical activity and exercise for 30 to 60 minutes each day as a way to minimize these health risks.

Schools will work to integrate health and physical activity across the school curriculum as well as to encourage the integration of physical activity before, during, and after school hours. See

WELLNESS
(continued)

Board Policy IMAH, Daily Physical Activity, for specific recommended practices; however, these practices shall be in addition to and shall not be a replacement for the physical education program required by Ed 306.41.

IV. MENTAL WELLNESS

The Merrimack School District is committed to supporting the social/emotional welfare and behavioral needs of all students in the educational process. The District recognizes that social and emotional wellbeing is critical for academic achievement and success. Collaboration with students, parents/guardians, staff, and the community ~~will be~~ is an integral part of this commitment to enhance our students' emotional, mental, and physical health.

V. IMPLEMENTATION AND EVALUATION AND COMMUNITY INVOLVEMENT

A. Wellness Advisory Committee

A district-wide wellness advisory committee ("the Committee") has been established ~~with the purpose~~ to review and make recommendations regarding implementation of, and updates to, this Policy, setting specific measurable goals for nutrition promotion, education and physical activity, and evaluation of the achievement of those goals. The Committee will also assess ~~of assessing~~ the nutrition and physical activity environment throughout the District and make recommendations to the School Board for a comprehensive wellness program. As needed, the Wellness Committee will request that the Superintendent notify the School Board regarding any changes that have occurred in federal and state nutrition guidelines and need to be reflected in this policy.

The Committee shall consist of representation from parents, students, the school district's food service program, the School Board, administration, teachers of physical education and school health professionals, an educator from each school, and the general public. The Chair of the Committee shall be the Superintendent and/or their designee, who shall be responsible for the implementation of this policy, as well as monitoring and evaluating the District's progress. The Superintendent may designate a Building Wellness Coordinator for each school to help ensure compliance with this Policy at the building level. Any building-level coordinator shall report directly to the Superintendent and/or their designee. Information related to the current members and the activities of the Wellness Committee is available on the District's website.

WELLNESS
(continued)

B. Triennial Progress Assessments

At least once every three years, the ~~District~~ Wellness Committee will evaluate compliance with the Wellness Policy to assess the implementation of the policy. In making this assessment, the Committee will look at the following factors;

1. The extent to which schools are in compliance with the District's Wellness Policy;
2. The extent to which the District's Wellness Policy compares to model local school wellness policies; and
3. The progress made in attaining the goals of the District's Wellness Policy.

This assessment will be memorialized in a written report, which will be made available to the public on the District's website at _____.

C. Annual Notification of Policy

The District will annually inform families and the public of basic information about this policy, including its content, any updates to the policy, and its implementation status. The District will make this information available via the District website and will include this policy in its student handbooks. This information will include the contact information of the District official(s) chairing the Wellness Committee (i.e., the Superintendent or his/her designee) and any Building Wellness Coordinator(s), in addition to on how the public can get involved with the District Wellness Committee.

D. Recordkeeping

The Superintendent or their designee will retain records related to this Policy, to include at least the following:

- The District Wellness Policy;
- The most recent assessment on the implementation of the District's Wellness Policy;
- Documentation on how the District Wellness Policy and Policy assessments are/were made available to the public;
- The name and title of the school official responsible for developing, implementing, and monitoring the District's Wellness Policy;
- Documentation confirming annual compliance with the requirement that the District's Wellness Policy, including update, and the most recent assessment on the implementation of the policy have been made available to the public; and
- Documentation of efforts to review and update the District Wellness Policy, including who is/was involved in each update and methods the District uses to make stakeholders aware of opportunities to participate on the District Wellness Committee.

WELLNESS
(continued)

E. Community Involvement

The District will communicate ways in which representatives of the District Wellness Committee and others can participate in the development, implementation and periodic review and update of the District's Wellness Policy through a variety of means appropriate for the District. The District will also inform parents/guardians of the improvements that have been made to school meals and compliance with school meal standards, and the availability of child nutrition programs and how to apply. The District will use electronic means, such as email or displaying notices on the District's website, as well as non-electronic mechanisms, such as sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the Wellness Policy, as well as how to get involved and support the policy.

~~The Policy will be monitored and progress evaluated, with an annual report to the School Board.~~

Legal References:

42 U.S.C. 1751, Richard B. Russell National School Lunch Act
41 U.S.C. 1771, Child Nutrition Act of 1966
Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004
The Healthy Hunger-Free Kids Act of 2010
7 CFR 210, National School Lunch Program
7 CFR 220, School Breakfast Program
RSA 189:11-a, Food and Nutrition Programs
RSA 193-E:2-a, Substantive Educational Content of an Adequate Education
RSA 200:11-b, Water Bottle Filling Stations in Schools
NH Code of Administrative Rules, Section Ed. 306.04, Policy Development
NH Code of Administrative Rules, Section Ed. 303.11, Food & Nutrition Services
NH Code of Administrative Rules, Section Ed. 306.40, Health Education Program
NH Code of Administrative Rules, Section Ed. 306.41 Physical Education Program
NH Code of Administrative Rules, Section Ed. 310, Developmentally Appropriate Daily Physical Activity

1st Reading: June 5, 2017
2nd Review: June 19, 2017
Adoption: July 17, 2017

Policy Revision
1st Reading: June 5, 2023
2nd Review: June 19, 2023
Revised:

STUDENT TRANSPORTATION SERVICES

The District shall provide transportation for pupils to schools in the District consistent with applicable state law, including the provisions of RSA 189:6, RSA 189:8, RSA 189:9, and RSA 189:9-a.

The Transportation Coordinator is hereby designated as the School District Transportation Coordinator; the Transportation Coordinator may be contacted at 603-424-6200.

General Operating Policy

Bus routes shall be established by the Superintendent or their designee in cooperation with the pupil transportation contractor, subject to review by the Board. Routes will be developed annually and posted. The Superintendent or designee may modify approved routes, stops, and/or schedules during the school year if conditions warrant such a modification.

Bus stops will be established in accord with RSA 189:8. Approved bus stops shall be located at safe and appropriate intervals in places where students may be loaded and unloaded. ~~Bus stops shall be established and authorized under the direction of the Superintendent.~~ Drivers may not load or unload pupils at other than authorized bus stops.

Pupils attending private schools up to and including the twelfth grade shall be entitled to the same transportation privileges within the District as are provided for pupils in public school within the District. Likewise, for students residing within the District and attending chartered public schools within the District, transportation shall be provided to the chartered public schools by the District on the same terms and conditions as provided for non-chartered public schools in the District and utilizing the same regular bus schedules and routes that are provided to pupils attending non-chartered public schools within the District

Student Conduct on School Buses

Bus drivers have the responsibility to maintain orderly behavior of students on school buses and will report, in writing, misconduct to the School District Transportation Coordinator and/or the school principal. The School District Transportation Coordinator and/or school principal will have the authority to suspend the riding privileges of students failing to conform to Board rules and regulations. Said suspension shall not begin until the next school day following the day notification of suspension is sent to the pupil's parent or legal guardian. The Board must approve suspensions of the right to ride the school bus that continue beyond twenty (20) days.

Any removal of students with disabilities will be in accordance with state and federal laws concerning the discipline of students with disabilities.

In the event a student has been denied the right to ride a school bus for disciplinary reasons, their parent/guardian shall have the right to appeal this suspension to the Superintendent within 10 days of the initial discipline decision. Until the appeal is heard, or if the suspension of pupil's right to ride the school bus is upheld, it shall be the parents' or guardians' responsibility to provide transportation to and from school for that pupil for the period of the suspension.

Depending on its nature and severity, student misconduct on school buses may also constitute grounds for additional forms of discipline which would be governed by Board Policy JICD

~~Parents of children whose conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code.~~

~~**Resolution of Conflicts**~~

~~Parents who wish to request a change or exemption from any of the Student Transportation policies shall direct that request to the School District Transportation Coordinator. If the School District Transportation Coordinator's ruling does not satisfy the parent, he/she may appeal the ruling within five days to the School Business Administrator. If the parent is again not satisfied by the ruling, he/she may appeal to the Superintendent within the next five-day period. As a last appeal, the parent may request to appear before the Board's Transportation Committee.~~

Instruction on School Bus Safety

The Superintendent or their designee is directed to implement procedures ensuring that each school instruct all pupils, who are transported by the district as provided in RSA 189:6, in the following:

1. School bus safety,
2. The evacuation procedure for buses in emergency situations.
3. Any other matters regarding the safety of pupils being transported to school.

Legal References:

RSA 189:6, Transportation of Pupils
RSA 189:6-a, School Bus Safety
RSA 189:8, Limitations and Additions
RSA 189:9, Pupils in Private Schools
RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons
RSA 194-B:2, Chartered Public Schools; Establishment, Parental Choice; Admission
~~RSA 200:40, Emergency Care~~

1st Reading: May 21, 2007
2nd Review: June 4, 2007
Adopted: June 18, 2007

Policy Revision
1st Reading: June 19, 2023
2nd Review:
Adoption:

Depending on its nature and severity, student misconduct on school buses may also constitute grounds for additional forms of discipline which would be governed by Board Policy JICD

~~Parents of children whose conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code.~~

~~**Resolution of Conflicts**~~

~~Parents who wish to request a change or exemption from any of the Student Transportation policies shall direct that request to the School District Transportation Coordinator. If the School District Transportation Coordinator's ruling does not satisfy the parent, he/she may appeal the ruling within five days to the School Business Administrator. If the parent is again not satisfied by the ruling, he/she may appeal to the Superintendent within the next five-day period. As a last appeal, the parent may request to appear before the Board's Transportation Committee.~~

Instruction on School Bus Safety

The Superintendent or their designee is directed to implement procedures ensuring that each school instruct all pupils, who are transported by the district as provided in RSA 189:6, in the following:

1. School bus safety,
2. The evacuation procedure for buses in emergency situations.
3. Any other matters regarding the safety of pupils being transported to school.

Legal References:

RSA 189:6, Transportation of Pupils
RSA 189:6-a, School Bus Safety
RSA 189:8, Limitations and Additions
RSA 189:9, Pupils in Private Schools
RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons
RSA 194-B:2, Chartered Public Schools; Establishment, Parental Choice; Admission
~~RSA 200:40, Emergency Care~~

1st Reading: May 21, 2007
2nd Review: June 4, 2007
Adopted: June 18, 2007

Policy Revision
1st Reading: June 19, 2023
2nd Review:
Adoption:

Merrimack School Board Meeting
Merrimack School District, SAU #26
Merrimack Town Hall – Matthew Thornton Room
June 5, 2023

Present: Vice-Chair Laurie Rothhaus, Board Member Naomi Halter, and Board Member Jenna Hardy. Also present was Assistant Superintendent for Business Matt Shevenell. Also present were Student Representatives Kaitlyn Vadney, and Shaun Evidente.

Not Present: Chair Ken Martin (Excused), Board Member Lori Peters (Excused) & Assistant Superintendent of Curriculum Amy Doyle (Excused).

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Vice Chair Rothhaus called the meeting to order at approximately 6:00 p.m. and led the Pledge of Allegiance.

2. PUBLIC PARTICIPATION

Ms. Theresa Yasevich, One Audubon Circle, addressed the Board and she was happy to see how much the arts, music, and drama were valued in the schools. She asked that the Board consider a drama club as one of the focuses of the Board.

3. RECOGNITIONS

a. Poetry Out Loud
- Jacob Puzzo, Merrimack High School Sophomore, the first Merrimack High School Student to participate in the NH Region Semi-Final Round of Poetry Out Loud held at New England College in Henniker, NH.

b. FIRST Robotics Team Accomplishments
- Governor's Award at the Governor's Cup
- District Impact Award at WPI District Event
- Regional Impact Award at New England District Championships
- 1st Pick of the 4th See Alliance Captain – Rhode Island District Event
- 1st Pick of the 3rd Seed Alliance Captain – WPI Event
- 2nd Pick of the 4th Seed Alliance Captain – New England District Championships
- 31st place, Johnson Field – FIRST Championships
- Recipient of a "Woodie Flowers Gracious Professionalism" pin.

c. FIRST Robotics Team (Students)

The following students were recognized:

Angel Feliciano
Ryan Nirk
Christian Page
Nathan Cargile
Nathan MacGregor
Shaun Miksch
Tim Paquin
Trenton Fornier
Joe Janicki

The following Mentors/Coaches were recognized:

Ben Beauregard
Al Bouressa
Connor McBride
Aidan Cox
Layth Juma
Matthew Soucy
Julia Meisser
Matthew Gage
Lucas Anderson

Finn Haddad
Tim Bevis
Shane Gilbert
Dylan Amy
Tristan Collins
Liam Murphy
Lucas Szela
Lucas Allgayer
Hazel Raimundo
Daniel Cruz
Sammy Poirier
Faith Burke
Olivia Diaz
Laura Bevill
Miya Ashland
Helen Saunders
Phoebe Fall
Katie LeGay

d. Recognition of Kaitlyn Vadney

Chief Educational Officer Olsen presented Ms. Katilyn Vadney, Student Representative, with a plaque, on behalf of himself, and the School Board, thanked her for her years of service on the Board, and wished her the very best in her future endeavors.

4. INFORMATIONAL UPDATES

a. Superintendent Update

Chief Educational Officer Olsen commented that 15 track and field athletes qualified for the Meet of Champions against the top athletes in New Hampshire.

Chief Educational Officer Olsen shared that the Senior Service Day had taken place on Monday, May 29. He noted 115 high school students participated in the 27th year Senior Service Day. He thanked the American Legion (Auxiliary Unit #98) for hosting a cookout for the student after the event.

Chief Educational Officer Olsen said the 7th graders at the middle school would be going on a field trip to the Squam Lake Science Center. He also reminded folks that Senior Week was in full swing with graduation on Saturday, June 10th beginning at 10:00 a.m. on the football field.

b. Assistant Superintendent for Business Update

Assistant Superintendent for Business Shevenell said that every summer in mid-August the district had the annual audit of the financials. He said the preliminary audits in the month of May were complete. He added the district did very well and they passed with flying colors.

Assistant Superintendent for Business Shevenell commented that the district had received a grant in the amount of $120,000 from Safe Schools and they were about 60% done with the project. He said the project was an enhanced security measure to secure the schools.

Assistant Superintendent for Business Shevenell said he had been in contact with VHB, an engineering firm, who were doing some renditions of the master plan. He would review them soon and report back to the Board.

Assistant Superintendent for Business Shevenell shared that they were moving along with the eventual demolition of the red house (the former Brentwood School). He said they had contracted with CSSI, Inc. to terminate the utilities to the building following the demolition.

Regarding the roof at the James Mastricola Upper Elementary School, Assistant Superintendent for Business Shevenell said Team Craft was the winning bid and they performed a walk-through the previous week.

c. School Board Update

Vice-Chair Rothhaus, on behalf of the entire School Board, congratulated the class of 2023. She also thanked all of the teachers, especially those who would be retiring.

d. Student Representative Update

Student Representative Evidente addressed the Board and said finals would begin on June 13th and the last day of school would be on June 19th with June 20th being a make-up day.

5. OLD BUSINESS

a. June Goals Meeting

Vice-Chair Rothhaus said the Board was preparing for the June Goals Meeting and the Board would discuss the Superintendent's Annual Review on June 19.

6. NEW BUSINESS

a. Review of the Career and Technical Education (CTE) Program

Chief Educational Officer Olsen said each region entered into an agreement with the schools that they participated in over a four-year period. He said the Milford School District's current agreement between Merrimack, Alvirne, Nashua North, and Nashua South would come to an end in the upcoming school year and a new agreement would have to be made. He said the centers partnered with business organizations and the statute that pertained to CTE Centers (RSA-188E 1-A) required that the schools met with careers that had high demand jobs and high-paying jobs. He said the career clusters were as follows:

- Agriculture, General
- Aeronautics/Aviation/Aerospace Science and Technology, General
- Business/Commerce, General
- Computer and Information Sciences, General
- Cosmetology/Cosmetologist, General
- Restaurant, Culinary, and Catering Management/Manager
- Digital Communication and Media/Multimedia
- Drafting and Design Technology, General
- Education, General
- Manufacturing Technology/Technician

Board Member Hardy thanked Chief Educational Officer Olsen for the information and said she felt it was important that the Guidance Department be able to answer parents' and students' questions regarding the CTE Program.

b. Review of Human Resources Department

Ms. Melissa Fazlic, Director of Human Resources, addressed the Board and provided the School Board with "A Year in Review":

What the Human Resources Department Does:

- Recruiting & Onboarding
- Employee Benefits (Health, Dental, Disability, Retirement, Leave Benefits, etc.)
- Employment Law Compliance, Collective Bargaining, Employment Contracts
- Workers' Compensation, Unemployment
- Retention Efforts, Offboarding, Retirement

Why Work for the Merrimack School District:

- Excellent Benefits
  - Health, Dental, Flexible Spending Accounts, Life Insurance, Disability, etc.
  - Robust Professional Development Opportunities
  - Great Commuting Location
  - Mentor Program for Educators
  - Longevity – Average of 12 Years of Service
  - 270 Teachers have a Master's Degree or Higher (7 with Ph.D.)
  - Turnover Trends Relatively Low

Ms. Fazlic said the top six reasons staff retired were as follows:

- Retirement
- Closer to Home
- Leaving the Education Field
- More Money (Noting that had not come up in large part due to the MTA contract passing.)
- Looking for a Change.

Exciting Initiatives:

- Initiated a Support Staff Mentor and Onboarding Program
- Streamlined Processes (HR Forms, Employee Contracts, Onboarding)

c. Request to Hire at Will

Chief Educational Officer Olsen requested that the School Board grant administrators the authority to offer conditional contracts to candidates for professional staff openings. He said it would preclude talented individuals from choosing a position in another district and assist the administrative team in the hiring process when there were fewer board meetings during the

summer months. He added that all new hires would be listed on the Consent Agenda for the Board's approval.

MOTION: Board Member Hardy made a motion to approve the request to Hire at Will. Seconded the motion. Board Member Halter seconded the motion.

MOTION CARRIED: 3 – 0 – 0.

d. Other

There was no other new business to discuss.

7. POLICIES

a. Approval of Home Education Instruction Policy (IHBG) Reading

MOTION: Board Member Halter made a motion to approve policy (IHBG) Home Education Instruction Policy, as presented. Board Member Hardy seconded the motion.

MOTION CARRIED: 3 – 0 – 0.

b. First Review of Fund Balances (DIA)

MOTION: Board Member Hardy made a motion to waive the first reading of policy (DIA) Review of Fund Balances, as presented. Board Member Halter seconded the motion.

MOTION CARRIED: 3 – 0 – 0.

c. First Review of Wellness Policy (JLCF)

MOTION: Board Member Halter made a motion to waive the first reading of policy (JLCF) Review of Wellness, as presented. Board Member Hardy seconded the motion.

MOTION CARRIED: 3 – 0 – 0.

8. APPROVAL OF MINUTES

a. May 15, 2023 – Public Minutes

MOTION: Board Member Hardy made a motion to approve the minutes of the May 15, 2023, public meeting, as presented. Board Member Halter seconded the motion.

MOTION CARRIED: 3 – 0 – 0.

9. CONSENT AGENDA

a. Teacher Resignations

- Mr. Mark Tyers, Jr., Special Education Teacher, James Mastricola Upper Elementary School
- Ms. Tabitha Pauley, Language Arts Teacher, Merrimack Middle School

b. Teacher Nominations

- Ms. Hannah Kierstead, Special Education Teacher, James Mastricola Upper Elementary School
- Ms. Rebecca Leary, Language Arts Teacher, Merrimack Middle School
- Mr. Rafael Rodriquez, Science Teacher, Merrimack Middle School
- Ms. Adrienne Vail-Naylor, School Nurse, James Mastricola Upper Elementary School
- Ms. Jennifer Petit, Elementary Education Teacher, Reeds Ferry Elementary School
- Ms. Casey Morin, Elementary Education Teacher, Reeds Ferry Elementary School
- Ms. Amanda Tobin, English Teacher, Merrimack High School

MOTION: Board Member Hardy made a motion to accept the Consent Agenda, as presented. Board Member Halter seconded the motion.

MOTION CARRIED: 3 – 0 – 0.

10. OTHER

a. Committee Reports

Board Member Halter shared that she attended a Parks & Recreation Committee meeting and said she would provide an update at the next School Board meeting.

b. Correspondence

Board Member Hardy said she received correspondence from a constituent who asked for additional information regarding the Coaches Handbook.

Vice-Chair Rothhaus said she received correspondence from someone who requested information about athletics, and she referred that person to Mr. Steve Claire, Principal, Merrimack High School.

c. Comments

Board Member Hardy commented that she agreed that there should be a Drama Club at the high school.

Vice-Chair Rothhaus said she felt that the district should write a grant to construct a Fine Arts facility.

11. PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments.

12. ADJOURNMENT

MOTION: At approximately 7:15 p.m. Board Member Halter made a motion to adjourn. Board Member Hardy seconded the motion.

MOTION CARRIED: 3 – 0 – 0.